

Submit an Event for Website or Intranet Calendar

User Guide – Website/Intranet



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Website/Intranet Calendars

Overview

Website Public Event Calendar

Website calendar is visible to all website visitors. Only events open to the public or non-DOF persons appear here. [<https://dof.virginia.gov/events/>]

Relevant public events are events that DOF is hosting or co-hosting, or in which DOF employees are participating.

Intranet Employee-Only Event Calendar

Intranet calendar is visible to only DOF employees logged into the intranet. Events that only apply to employees appear here. [<https://dof.virginia.gov/events/category/employee-only/>]

Employee-only events may include events, meetings or virtual meetings for the purpose of awareness and as a scheduling aid (focusing on standing group meetings, events or training).


Adding Events to the Calendars

Any DOF employee can submit an event for either the website or intranet. You should have the core essentials about the event before proceeding with submitting the event (i.e., title, dates, times, venue, organizer, cost). This is not suited for “hold the date” notices with nothing more than a name and date.

What you type in is what will appear so please use care when entering information.

Instructions to Submit

1. Login to the intranet by clicking Employee Login in the upper right of our website. [<https://dof.virginia.gov/employee-access/>]

2. Click **Calendars** dropdown menu, click **Submit an Event**.
3. **Event Title** – Enter Event Title.*
4. **Event Description** – Enter Event Description:*
 - a. There are some basic formatting tools provided to bold, bullets, numbers, add links if desired. This is the primary area to tell all about your event (e.g., description, agenda, registration details, detailed daily times for multi-day events, etc.)
 - b. There is a small triangle () in the bottom right corner of the text area box where you can drag the box larger to enlarge the viewable area to type in.
5. **Event Time & Date** – Enter Event Time & Date.*
 - a. Click in the first date box to open a calendar to select a start date from the calendar.
 - b. Click in the first time box to get a dropdown list of time to select a start time.
 - c. Click in the last date box to open a calendar to select an end date from the calendar.
 - d. Click in the last time box to get a dropdown list of time to select an end time.
6. **Event Image** – Click Choose Image (one image per event).
7. **Event Categories** – All subject categories are listed. When you know what category(ies), click in the box and wait for the categories to appear. Select all that apply.*
 - a. **Employee Only: MUST BE SELECTED FOR INTERNAL EMPLOYEE-ONLY EVENTS.**
 - b. **General:** Please use this category for administrative or general events that are open to the public
 - c. **Education and Recreation:** This category includes events for public information and those relating to state forests.
 - d. **Forest Management and Health:** This category includes events relating to Forest Health, Forest Management, Land Conservation and Nurseries
 - e. **Forest Markets and Sustainability:** This category includes events relating to Marketing and Utilization and Resource Information
 - f. **Water Quality Protection:** This category includes all events relating to Water Quality
 - g. **Wildland and Prescribed Fire:** This category includes all events relating to Fire and Emergency Response and includes fire and fire department training events.
 - h. **Urban and Community Forestry:** This category includes all events relating to Urban and Community Forestry
8. **Venue Details** – Click the dropdown to select a venue. Many venues appear in the dropdown list and can be chosen. If the venue doesn't appear, you will type in the name of the venue and set up the new venue.*
 - a. If you need to add a venue that isn't in the listing, type in the name of the venue and you will be prompted to fill in the full venue information: address, city, postal code, phone and website (this is simply the venue information – not the event information).
9. **Organizer or Contact Person** – Click the dropdown to select an organizer. Many organizers appear in the dropdown list and can be chosen. If the organizer name doesn't appear, you will type in the name of the organizer and set up a new organizer.*
 - a. If you need to add multiple organizers, add one, then click **Add Another Organizer** to add another.

- b. If you need to add an organizer that isn't in the listing, type in the name of the organizer (*formatted like: Janet Muncy, Virginia Department of Forestry*) and you will be prompted to fill in the full organizer information: phone, website and email (this is simply the organizer information – not the event information).
10. **Event Website** – Enter the event website if there is one OR it may be an external link to the event registration site (this is the most common).
11. **Event Cost** – Enter the cost (i.e., 25.00). If free, enter 0 to keep the cost appearing with a 0 shown OR leave blank to hide the Cost field.
12. Click **Submit Event**. Your work is done. You can no longer edit information.

* required

Review and Publishing

Event will submit electronically to Mary Weaver for review. She will review, make any corrections needed, verify that information is reasonably complete and makes sense. Once complete for sharing, she will approve.

- ◆ If the event is an Employee-Only event, it will then appear on the Intranet event calendar.
- ◆ If the event is open outside DOF or a public event, it will then appear on the website event calendar.

Editing an Event

Send any edits to [Mary Weaver](#). Submitting employee is unable to edit an event already submitted or approved.

Closing Event

If your event is full, registration closed or event canceled, notify [Mary Weaver](#) and she can post a notice that the event is full or canceled. We generally don't remove the event but add a status notice (add "Canceled", "Registration Closed", or "Class Full". Submitting employee is unable to edit an event already submitted or approved.

Questions

Contact [Mary Weaver](#).

Prepared By Janet Muncy, Communications Manager